



Minutes - Draft
IT Leadership Council – Kickoff Meeting
12/7/2006 – 1:00PM – 5:00 PM
Courthouse Towers - 175 NW 1st Avenue,
26th Floor Conference Room

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| IT Leadership Council Members Don Fleming – Chair <i>CIO</i> Maurice Jenkins <i>Aviation</i> Laura Manos <i>Building</i> Thomas G. James <i>Clerk of Courts</i> Jerry Crawford <i>DERM</i> Jose Alvarez <i>MDFR</i> Debbie Higer <i>GIC</i> Ana Gispert <i>MDPD</i> Hugh Chen <i>Transit</i> Teresa Fuentes-Smart <i>Public Works</i> Louis Noriega <i>Seaport</i> Debbie Viera <i>Water & Sewer</i> TBD <i>Enabling Departments Representative</i> | <ul style="list-style-type: none"> • Call to Order <p>The meeting was called to order at 1:05. Members in attendance were: Don Fleming (CIO); Laura Manos (Building); Tom James (COC); Jerry Crawford (DERM); Jose Alvarez (MDFR); Teresa Fuentes-Smart (Public Works); Louis Noriega (Seaport); Debbie Viera (WASD); Cathy Jackson (Sub-Council Representative)</p> <p>Substitutes:</p> <p>Howard Werner for Maurice Jenkins (Aviation); Ram Sukhdeo for Ana Gispert (MDPD); Assia Alexandrova for Debbie Higher(GIC)</p> <p>Other Attendees:</p> <p>Jamie Rosenberg (AMS); Jay Flynn (ERD); Gary Gray (ETSD); Michelle Thames (Aviation); Amado Cruz (ETSD); Margaret Brisbane (ETSD); Angel Petisco (ETSD); Shanda Mazzorana (ETSD); Jenny Deblois (ETSD); Mary Baker (ETSD)</p> | Don Fleming |
| | <ul style="list-style-type: none"> • Introductions | All |
| | <ul style="list-style-type: none"> • Discussion Topics | |
| | <ul style="list-style-type: none"> ○ IT Governance Vision <ul style="list-style-type: none"> • Presentation of the Governance Vision and future supporting structures • Support from the County Manager and the Executive Governance Board will be critical to this Governance Model. • The makeup of the Executive Governance Board should include Directors from both IT Leadership Council Departments and the Enabling Departments. • Concerns over the provision of limited resources to this effort will have on departmental operations. • Communication with other IT units who are not represented on the Council was discussed as an area that will require attention in the near future. | Don Fleming |
| | <ul style="list-style-type: none"> ○ FY 07/08 IT Governance Funding Process for Capital Requests <ul style="list-style-type: none"> • Members not participating in previous years were encouraged to attend the Workshop on 12/12 • 5 Non-ETSD staff are required to serve as Technical Reviewers | Jenny Deblois |
| | <ul style="list-style-type: none"> ○ Charter Review / Ratification <p>Comments from the Enabling Departments Advisory Sub-Council (EDASC) regarding IT Leadership Council Charter were presented by Cathy Jackson and Jay Flynn as follows:</p> <ul style="list-style-type: none"> • Concern about having only one representative vote for all Enabling Departments. • Suggestion to enable “Special Joint Meetings” where everyone has a vote for issues that directly or primarily involve or impact the Enabling Strategies (ES) Depts. Or to | Mary Baker |

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| | <p>create a process to allow increased voting members under special circumstances.</p> <ul style="list-style-type: none"> • Concern about under representation of the ES Departments, especially Finance, Procurement and ERD. • Concern regarding potential conflict of interest in the “Authority” with one individual currently serving as the CIO and the ETSD Director. • Concern about unrepresented strategic areas (i.e. Human Services, Culture/Recreation) and critical depts. (i.e. Corrections and Housing) • Suggestion that the IT Leadership Council should have greater authority. <p>The Charter was reviewed and modified. Discussion highlights are as follows:</p> <ul style="list-style-type: none"> ▪ Council Membership was discussed, resulting in the following motions: <ul style="list-style-type: none"> ➤ Cathy Jackson moved that Housing be added to the IT Leadership Council as a representative of the Human Services area. The motion died for lack of second. ➤ Jose Alvarez moved that membership for the Council remain, as is, at 13 and that Housing be added to the Enabling Strategies Sub-Council, Debbie Viera seconded and the motion passed. ▪ “The CIO may appoint a Vice-Chair” was changed to read “IT Leadership Council shall elect a Vice-Chair.” ▪ An annual meeting calendar will be developed and posted ▪ The Enabling Departments Advisory Council was renamed to the IT Leadership Sub-Council. <p>In the interest of time, the modified Charter was accepted in concept and ratification was postponed until the next meeting. Modifications will be completed and the updated Charter will be sent to all Council members for final review.</p> | |
| | <ul style="list-style-type: none"> ○ Vice-Chair Nominations <p>Debbie Viera was nominated as Vice-Chair by Jerry Crawford; Tom James seconded and the motion passed.</p> | Don Fleming |
| | <ul style="list-style-type: none"> • Standup Ad-Hoc Committees and Sub-Councils <p>It is expected that these groups will need to evolve to long-term support structures after they are established.</p> <ul style="list-style-type: none"> • Strategic Planning <ul style="list-style-type: none"> ▪ Discussion tabled until next meeting • Cyber-Security & Compliance <ul style="list-style-type: none"> ▪ Debbie Viera nominated Jerry Crawford as Chair, Tom James seconded and the motion carried. ▪ Gary Gray (ETSD); Angel Petisco (ETSD) and Andrew Wong (WASD) were assigned to the Committee • Architecture, Standards and Policy <ul style="list-style-type: none"> ▪ Team formed to work on Telecommunications AO. Led by Pedro Cacicedo (ETSD) team members assigned include Paul Parham (WASD), Cathy Jackson (AMS), Jaime Rosenberg (AMS) | <p><i>Establish Group, Name Chair, Assign Charter Creation Teams (2-3)</i></p> |

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| | <ul style="list-style-type: none"> ▪ Further discussion tabled until next meeting. • Enabling Departments Advisory Sub-Council <ul style="list-style-type: none"> ▪ Discussion tabled until next meeting | |
| | <ul style="list-style-type: none"> • Wrap-Up <ul style="list-style-type: none"> ○ Announcements A Sharepoint site and a website will be established and the address sent prior to the next meeting. ○ Assignments <ul style="list-style-type: none"> ▪ Don Fleming: Notify Housing of assignment and obtain representative, discuss Executive Governance Board with CMO. ▪ Jerry Crawford: Get together with the Security Working Group ▪ All: Consider Recommendations for Technical Review Team and for membership to other initiatives. ▪ Mary Baker: Schedule Next Meeting; Complete Charter Modifications; Draft and Distribute Communications ○ Topics for Next Meeting <ul style="list-style-type: none"> ▪ Ratify IT Leadership Council & IT Leadership Sub-Council Charters ▪ Stand Up Strategic Planning Working Group and Architecture, Standards and Policy Group ▪ Governance Funding Process Review ▪ Reports: <ul style="list-style-type: none"> • Telecommunications Administrative Order Working Group • Security Working Group ○ Next Meeting Date 1/24/2007 – 9:00am -12:00 pm Location: TBD | 15 min |